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OFFICE OR STAFF			APPROVED FOR RELEASE 2001/08/20 : CIA-RDP78-03568A000600070005-3			Page of Pages	
Office of Communications			OFFICE CODE V 14 December 1953			763	
DELETIONS			ADDITIONS			NET CHANGE	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	ORGANIZATION CODE (Machine Records)
Office of Communications Communications & Engineering Requirements Br. Engineering Liaison Section			Office of Communications Communications & Engineering Requirements Br. Engineering Liaison Section				
Clerk Steno	GS-312-4	306	Library Asst.	GS-1411.01-04	1066		No change in Branch or Section totals.
NEW OFFICE TOTALS			APPROVAL				
No change in Office totals			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
			Chief, Class. & Wage Div.				

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13-2819

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OC

DATE: 14 December 1953

FROM : Chief, Engineering Division

SUBJECT: Reclassification of Clerical Slot

1. It is requested that the position of Clerk Steno, GS-312-4, Slot No. 306, in the Liaison Section, Communications and Engineering Requirements Branch be reclassified to Library Assistant, GS-4. *KS-1411-4*

2. It is believed that this change is justified by reason of the increased emphasis placed on the functions performed by the Library Unit of the Liaison Section and the need for library type personnel required for the proper performance of such activities. These functions include the maintenance of a technical library, the distribution of technical periodicals and other publications throughout the Office of Communications and to field installations, the initiation of requests for the reproduction of various reports and other data, and the analysis and codification of intelligence reports with a view toward the cataloging, for ready reference, of information of prime interest to the Office of Communications.

3. Because of the mission of Liaison Section and the special nature of the material which would be handled and/or processed in the ordinary course of the Technical Library's activities, it is important that its personnel be able to deal with people, be familiar with library techniques and procedures, and be possessed of a sufficient educational background to insure the adequate performance of tasks involved in the handling of technical reports, correspondence, and material on a variety of subjects. It is believed that it is in the best interests of the Office of Communications to redesignate the clerical slot to a library assistant slot as requested in order that personnel recruitment may be directed toward individuals possessing those qualifications deemed necessary for the proper performance of the work in which the Liaison Section, C&EB, is presently engaged.

4. In substance, the duties of the library assistant would be:

a. To assist in the procurement of books, technical publications, catalogs and Service Manuals on communications and related equipment and supplies, theories, and techniques.

b. To assist in cataloging reference material and in preparing periodicals, publications, and other data for dissemination to field installations.

c. To assist personnel of the Engineering Division and other divisions of the Office of Communications in locating information available in the Office of Communications Technical Library and other reference libraries of the Agency.

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d. To assist to the greatest extent possible in the cataloging and codification of information contained in technical reports routed to and through the Office of Communications.

e. To assist the technical librarians as necessary in the performance of the general mission of the Technical Library of the Office of Communications.

5. It is requested that the redesignation of this slot be accomplished as most expeditiously and as quickly as possible.

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1st Indorsement

TO: Classification and Wage Division

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ATTN:Mr. [REDACTED]

FROM:Chief, Administrative Staff, Office of Communications

Basic correspondence forwarded for action. Recommend approval.

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